

Housing Authority of the Town of Windsor

Board of Commissioners

Special Meeting

May 17, 2021, 3:00 p.m.

Council Chambers, Windsor Town Hall and Zoom

UNAPPROVED MINUTES

Commissioners present: Engelmann, Gutcheon, Jaamal, Mack

Commissioners absent: None

1. Call to Order

Commissioner Gutcheon, Chair, called the meeting to order at 3:00 p.m.

2. Public Comment

None.

3. Interagency Agreement for Management Services

The Chair read Resolution 2021-08 and Commissioner Mack moved adoption. Commissioner Jaamal seconded. A short discussion followed.

To adopt Resolution 2021-08	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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4. Agency Legal Services

Commissioner Mack moved adoption of Resolution 2021-09. Commissioner Engelmann seconded.

To adopt Resolution 2021-09	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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5. Adjournment

Mr. Mack moved adjournment. Ms. Engelmann seconded.

To adjourn	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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The meeting adjourned at 3:09 p.m.

Resolution 2021-08: A resolution concerning entering an interagency agreement for management services

Resolved, that the Housing Authority of the Town of Windsor (“WHA”) enter an interagency agreement with the Housing Authority of the City of Meriden (“MHA”) in which MHA, its Executive Director, and its contracted finance firm will provide executive leadership, management review, general oversight of WHA’s administration and operations, and assistance with the transition back to local management, effective May 18, 2021. All the powers and duties of WHA Executive Director and Chief Financial Officer are vested in MHA for the duration of said agreement. WHA, through the Board of Commissioners, will maintain its legal, fiscal, and policy independence.

Further resolved, that the total cost to WHA for the services to be provided under said agreement is not to exceed the amounts allocated for those purposes in its budget. WHA may request additional services to be performed by MHA staff or contractors, to be billed by MHA at cost also not to exceed equivalent WHA budget allocations, or if not budgeted, an amount mutually agreed upon.

Further resolved, that the Board Chair is authorized and instructed to execute any instrument necessary or desirable to enact said agreement consistent with the provisions of this resolution.

Resolution 2021-09: A resolution concerning agency legal services

Resolved, that the Board of Commissioners terminates and discharges the law firm of Madsen, Prestley and Parenteau, LLC from its contract to provide legal services, as set forth in the “Hourly Fee Agreement” entered into on or about October 27, 2018, said discharge effective immediately, unless the law firm fully explains why time is needed to disengage from a pending matter. HATW shall notify the law firm of such discharge, and request a status report on any un-concluded matters, as well as a copy of all emails, correspondence, memoranda, and other file material generated by their representation, including invoices.